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8 March 1971

MEMORANDUM FOR: Director of Personnel

SUBJECT : Progress Report #2 - Personnel Movement and Management in the 70's

1. Since the initial report a month ago, a reasonable amount of progress has been made in accomplishing the first two Steps of the Project. As you might surmise, the rate of progress is somewhat varied among the Directorates.

2. Most of the DDI Career Services have completed Step 1 (updating and modification of OP estimates of future turnover and promotional possibilities) and are well into Step 2 (Career Board assessment of future promotional needs, based upon a quality review of individual careerists). Present indications point to the likelihood that DDI Admin's plans for completion of these two Steps during April will be realized by several of the Career Services.

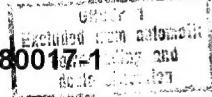
3. Responsibility for making the estimates required in Steps 1 and 2 has been delegated to the Offices of the DDS&T, and they are doing their work subject to a completion date of 1 April. If they conclude their efforts by April, the DDS&T Admin and senior officials of the Directorate, including the S&T Career Board, will commence an evaluation of the findings (as outlined in Step 3 of the Project). DDS&T Admin is keeping the S&T Career Board apprised of current developments within the several Offices of the S&T area.

4. The Clandestine Service has not yet begun the specific reviews described in Steps 1 or 2, although, as noted previously, some of the work done in the personnel ranking exercise should facilitate action on Step 1. The CS expects to consider the probable effects of the new ceiling cut and the apparent COL increase for employees retiring before June 1971 on personnel turnover in 1971. The Chief, CPSB estimates that the CS will complete Step 1 in the next month.

5. Until this week, none of the Support Services have contacted the Plans Staff for assistance in updating estimates of future personnel losses. A meeting with the OS Personnel Officer is set for this purpose on 9 March. The CMO/DDS reports that a number of the Services are coming along in completion of the first Step. The Office of Communications, the Office of Training, and the Office of

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Finance were among those specifically cited. The CMO/DDS and I agreed to confer about the middle of the ensuing month on developments as of that time and to ascertain the desirability of fixing more definite due dates for completion of Steps 1 and 2 by all of the Services.

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Chief, Plans Staff

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